

MT+ KA2 Learning, Teaching and Training Activities

- [1. Access the "Learning, Teaching and Training Activities" tab](#)
- [2. The "Learning, Teaching and Training Activities" screen](#)
- [3. Click the "+Create" button](#)
- [4. Fill in the activity details](#)
- [5. Add the activity "Participants"](#)
- [6. Click on "back to list"](#)
- [7. Add more Learning, Teaching and Training Activities \(if applicable\)](#)
- [8. Edit or Delete a Learning, Teaching and Training Activity.](#)
- [9. Force Majeure](#)
- [10. "COVID-19 affected" flag](#)

This page explains how to manage the list of **Learning, Teaching and Training Activities** in Mobility Tool+.

A strategic partnerships project can optionally include transnational learning, teaching and training activities for which support for travel, subsistence and linguistic preparation can be given.

These activities must be justified by the added value that they bring to the project achievements.

Steps

1. Access the "Learning, Teaching and Training Activities" tab

Click on the **Learning, Teaching and Training Activities** tab in your project.

The screenshot displays the 'European Commission Mobility tool' interface. At the top, there is a blue header with the European Commission logo and the text 'European Commission Mobility tool'. Below the header, a navigation bar contains several tabs: 'Project 2018-1-PL01-KA205-038791 follow-up', 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', and 'Intellectual Outputs'. The 'Details' tab is currently selected and highlighted with a red rectangle. Below the navigation bar, there is a sub-navigation bar with tabs: 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Costs', 'Budget', and 'Reports'. The 'Learning, Teaching and Training Activities' tab is also highlighted with a red rectangle. The main content area is divided into three columns. The left column is titled 'Project Details' and contains a 'Project Log' link. The middle column is titled 'Context information' and contains the following details: 'Programme: Erasmus+', 'Key Action: KA2 - Cooperation for innovation and the exchange of good practices', 'Action Type: KA205 - Strategic Partnerships for youth', 'Call Year: 2018', 'Round: 1', 'Start of Project: 04/06/2018', 'End of Project: 03/06/2019', and 'Project Duration (months): 40'. The right column is titled 'Project information' and contains the following details: 'Grant Agreement No.: 2018-1-PL01-KA205-038791', 'National ID: EAC IT TRAINING', 'Project Title: Innovation made easy - EAC IT TRAINING', 'Project Acronym: EAC IT TRAINING', 'Project Status: Follow-up', 'Final Report Submission Deadline: 02/08/2019', and 'Project Main Objective: Innovation'. The bottom right section is titled 'Project Access' and contains the following details: 'User's role in project: beneficiary', 'Access to Project: Edit Access to Project', and 'Project is locked: ☐'. Below the 'Project Access' section, there is a 'History information' section with the following details: 'Created on: 02/04/2019 12:50:31 by: National Agency' and 'Updated on: 02/04/2019 12:50:31 by: National Agency'.

European Commission
Mobility tool

Project 2018-1-PL01-KA205-038791 follow-up

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiplier Events Learning, Teaching and Training Activities Special Costs Budget Reports

Project Details Project Log

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA205 - Strategic Partnerships for youth

Call Year: 2018

Round: 1

Start of Project: 04/06/2018

End of Project: 03/06/2019

Project Duration (months): 40

Project information

Grant Agreement No.: 2018-1-PL01-KA205-038791

National ID: EAC IT TRAINING

Project Title: Innovation made easy - EAC IT TRAINING

Project Acronym: EAC IT TRAINING

Project Status: Follow-up

Final Report Submission Deadline: 02/08/2019

Project Main Objective: Innovation

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created on: 02/04/2019 12:50:31 by: National Agency

Updated on: 02/04/2019 12:50:31 by: National Agency

2. The "Learning, Teaching and Training Activities" screen

The list of **Learning, Teaching and Training Activities** is displayed. Any existing items can be edited or deleted, and new ones can be added.

The following elements are available on the Learning, Teaching and Training Activities screen:

- 1. **Search bar:** to search for a specific activity.
- 2. **List of Learning, Teaching and Training Activities:** displays the list of activities as defined in the grant agreement or through an amendment, and transferred from the National Agency Project Management System to Mobility Tool+. These activities will not contain all required details and must be updated in order to add participants and costs. Learning, Teaching and Training Activities added manually will also be displayed here.
- 3. **+Create button:** to add Learning, Teaching and Training Activities to the project.
- 4. **Approved budget (by National Agency):** displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under [MT+ List functionality](#) .

Project 2018-1-PL01-KA205-038791

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsIntellectual OutputsMultiplier Events

Learning, Teaching and Training ActivitiesSpecial CostsBudgetReports

Learning, Teaching and Training Activities

3+ Create

Search in 2 records

1

selectionexportbulk operationsexport all learning, teaching and training activities details

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total Grant (Adjusted)	
	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
Total			0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	

102550100

<1>

4

Approved Budget (by National Agency)8,000.00 €

3. Click the "+Create" button

To add a new **Learning, Teaching and Training Activity** that was not defined in the grant agreement, click on the **+Create** button.

Learning, Teaching and Training Activities

+ Create

Search in 2 records

selection | export | bulk operations | export all learning, teaching and training activities details

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total Grant (Adjusted)	
☐	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
☐	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
Total			0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	

4. Fill in the activity details

The activity section will appear.

Note that the list of participants can be added only after the activity section is completed. Fill in the mandatory activity details, which are marked with the orange **value required** label. The **Activity No.** must be unique in the project.

To save the details of the activity, click the **Save** button. The list of participants can now be added.

back to list

Learning, Teaching and Training Activities

Activity

values cannot be saved

Activity No.

Field

Activity Type

value required

value required

value required

☐ Long-term activity?

Description of the activity (Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why).

value required

Activity

Save

Activity No.

C3

Field

SCHOOLS

Activity Type

Short-term exchanges of groups of pupils

☐ Long-term activity?

Description of the activity (Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why).

description here....

4980 characters left

Cancel

Save

Here is an example of the Learning, Teaching and Training Activities screen in a KA229 project, partially completed.

[back to list](#) Learning, Teaching and Training Activities

Activity show explanations

values cannot be saved

Activity No.
C3

Field
SCHOOLS

Activity Type
Long-term teaching assignments

Title
Activity 03

Leading Organisation
nwCElFuKk

Country of Venue
Poland

City of Venue
Luzino

244 characters left

Project Duration 01/10/2019 30/09/2021

Virtual/Blended Activity
Physical

Start Date
value required

End Date
value required

Duration (days)
0
too low, out of range

Number of Local Participants
value required

☐ Force Majeure ?

Description of the activity
value required

How did the participation in this activity benefit the involved participants? Briefly describe the learning outcomes of the involved participants and how they were recognised upon the participants' return to the sending school
value required

Cancel values cannot be saved

4.1. Physical, blended and virtual activities

The **Virtual/Blended Activity** drop-down list is available. Select the required option. A tool tip is displayed when you hover over the field with additional information.

See page [MT+ KA2 Overview of virtual and blended activities](#) for details.



Take note

For an activity where some participants meeting physically whereas others could only join virtually, mark the activity blended and then, at the level of the group, you have different fields for entering the number of days for the participants, physical and virtual. Any mix is allowed.

Activities can be entirely physical, entirely virtual, or a combination of physical and virtual parts (this is called a 'blended' activity). In case of blended activities, the start and end dates should be specified so that they include both the virtual and physical parts of the activity, even if there were breaks between the different parts. The duration of physical parts of the blended activities can then be specified separately.

Leading Organization
nwCEI
Project Duration

Virtual/Blended Activity

Physical
Blended
Physical
Virtual

value required

In this example, we select **Blended** and must fill in the **Duration (days) - physical activity**.

When adding participants/groups to this activity, you will have to provide the Number of participants requiring an individual support grant - physical activity, Duration for participants (days) - physical activity, Number of participants requiring an individual support grant - virtual activity, and Duration for participants (days) - virtual activity.

Virtual/Blended Activity
Blended

Start Date
value required

End Date
value required

Duration (days)
0
too low, out of range
Duration (days) - physical activity
0

4.2. Click on "Save"

To save the details of the activity, click the **Save** button. The list of participants can now be added.



5. Add the activity "Participants"

5.1. Click the "+Create" button

In order to create the **Participants** for the activity, click on the **+Create** button in the newly displayed **Participants** section.

Activity

Activity No. C3 Field SCHOOLS Activity Type Short-term exchanges of groups of pupils Long-term activity?

Description of the activity (Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why).

Participants

+ Create

Search in 0 records

No record found

5.2. Fill in the participant details and save

Complete the details as applicable for the participant. Information to provide in this section is divided into: Participant, Mobility, Duration, From/To, Travel Grant, Individual Support.

All mandatory fields are marked with the orange **value required** label.



Take note

The **Start/End dates** for a participant must always be within the project dates as specified in the project **Details** tab and displayed as **Project Duration** timeline on this screen.

You can use the **compact view** button to only display the most relevant and mandatory fields to fill in.

Note: For information on the **Force Majeure** check box, please see [below](#).



Take note

In KA229 - School Exchange Partnerships projects, the **Sending Organisation** for participants is always the **Beneficiary** organisation.

Participant

shows the relevant and mandatory fields only

compact view

values cannot be saved

Participant ID

Participant Email

First Name

Last Name

value required

value required

Accompanying Person

Participant With Special Needs

Participant With Fewer Opportunities

Mobility

Once all information is provided, click on the **Save** button.

Participant

compact view

values cannot be saved

Participant Email

First Name

Last Name

value required

value required

Mobility ID

38791-MOB-00001

Duration

Project Duration

04/06/2018

03/06/2019

Start Date

01/06/2019

End Date

03/06/2019

Duration Calculated (days)

3 - 80

Travel days (max 2)

0 - 2

Interruption days (Please justify in comments)

0

Funded Duration (days)

3

Accompanying Person

Force Majeure ?

Non-EU Funded

Grant not Required (Travel Grant)

Total EU Travel Grant

0 €

Grant not Required (Individual Support)

From / To

Sending Organisation

value required

Receiving Organisation

value required

Participant

compact view

Save

Participant Email

First Name

Last Name

Anna

SURNAME

Mobility ID

38791-MOB-00001

Duration

Project Duration

04/06/2018

03/06/2019

Start Date

01/04/2019

End Date

26/04/2019

Duration Calculated (days)

3 - 50

Travel days (max 2)

0 - 2

Interruption days (Please justify in comments)

0

Funded Duration (days)

28

Accompanying Person

Force Majeure ?

Non-EU Funded

Grant not Required (Travel Grant)

Total EU Travel Grant

360 €

Grant not Required (Individual Support)

EU Individual Support

1400 €

Total (Calculated)

1760 €

From / To

Sending Organisation

XQbKnLfwam

Sending Country

Poland

Sending City

LODZ

Receiving Organisation

pkahTXAGV's

Receiving Country

Sweden

Receiving City

Linköping

Distance Band

2000 - 2999 km

Link to distance calculator

5.3. Add more participants

The **Activity** screen displays. The **Participants list** now displays the participant you have just recorded.

To add more participants to the Learning, Teaching and Training Activity:

1. Click on the **+Create** button and provide all participant information as explained above.
2. Click on the **Copy** icon to copy already existing participant information. This will copy all information from an existing participant into the details of a new participant, with the exception of the participant's first name, last name, email and ID. Provide the missing details of the new participant and, if needed, update the participation details such as start/end dates, travel, etc.

Participants

Search in 1 records

selection

export

bulk operations

	First Name	Last Name	Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Distance Band	Sending Country	Sending City	Receiving Country	Receiving City	Start Date	End Date	
☐	Anna	SURNAME		✗	✗	38791-MOB-00001	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
Total				0	0									

10

25

50

100

<

1

>

Copy

2

1

Create

5.4. Edit or Delete a participant

Click on the **Edit** icon to edit participant information. To delete a participant from the activity, click on the **Delete** icon and confirm the deletion.

Participants

Search in 3 records

selection

export

bulk operations

	First Name	Last Name	Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Distance Band	Sending Country	Sending City	Receiving Country	Receiving City	Start Date	End Date	
☐	Anna	SURNAME		✗	✗	38791-MOB-00001	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
☐	Mary	NAME		✗	✓	38791-MOB-00003	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
☐	Thomas	FAMILYNAME		✗	✗	38791-MOB-00002	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
Total				0	1									

10

25

50

100

<

1

>

Edit

Participants

Search in 3 records

selection

export

bulk operations

	First Name	Last Name	Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Distance Band	Sending Country	Sending City	Receiving Country	Receiving City	Start Date	End Date	
☐	Anna	SURNAME		✗	✗	38791-MOB-00001	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
☐	Mary	NAME		✗	✓	38791-MOB-00003	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
☐	Thomas	FAMILYNAME		✗	✗	38791-MOB-00002	2000 - 2999 km	Poland	LODZ	Sweden	Linköping	01/04/2019	26/04/2019	1 760,00 €
Total				0	1									

10

25

50

100

<

1

>

Delete

6. Click on "back to list"

Click on **Back to list** to return to the list of Learning, Teaching and Training Activities.

back to list

Learning, Teaching and Training Activities

Activity

Edit

Activity No.

C3

Field

SCHOOLS

Activity Type

Short-term exchanges of groups of pupils

☐ Long-term activity?

Description of the activity (Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why).

description here

Participants

Create

Search in 3 records

Q

selection

export

bulk operations

Total

7. Add more Learning, Teaching and Training Activities (if applicable)

The newly added Learning, Teaching and Training Activity is now displayed in the list.

Add subsequent Learning, Teaching and Training Activities, if needed, in the same way as just explained by clicking on the **+Create** button.

Learning, Teaching and Training Activities

+ Create

Search in 3 records

Q

selection

export

bulk operations

export all learning, teaching and training activities details

↺

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total Grant (Adjusted)	
☐	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
☐	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
☐	C3	Short-term exchanges of groups of pupils	3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	
Total			3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	

10

25

50

100

«

1

»

8. Edit or Delete a Learning, Teaching and Training Activity.

To **edit** a Learning, Teaching and Training Activity, click on the **Edit** icon.

To **delete** a Learning, Teaching and Training Activity from the list, click on the **Delete** icon and confirm deletion.

Learning, Teaching and Training Activities

Search in 3 records

selection

export

bulk operations

export all learning, teaching and training activities details

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total (Adjusted)	
	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	Edit
	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
	C3	Short-term exchanges of groups of pupils	3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	
Total			3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	

102550100

<

1

>

Learning, Teaching and Training Activities

Search in 3 records

selection

export

bulk operations

export all learning, teaching and training activities details

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total (Adjusted)	
	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	Delete
	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
	C3	Short-term exchanges of groups of pupils	3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	
Total			3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	

102550100

<

1

>

9. Force Majeure

In the case of **Learning, Teaching and Training Activities**, if the **Force Majeure** box is checked for a participant the following fields and calculations will be affected as described below. Certain fields may vary in name, depending on the selected Action Type.

- **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total EU Travel Grant** - The field will become editable. If any values were already present they will remain.
- **EU Individual Support** - The field will become editable. If any values were already present they will remain.
- **Linguistic Preparation** - Applicable to participants whose activity type is long-term. The user checks the field.
- **Linguistic Support Grant** - The field remains locked.
- **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

When the Force Majeure checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

10. "COVID-19 affected" flag

Learning, Teaching and Training Activities with participants having an activity **end date within 2020**, the **Force Majeure flag checked**, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant in a Learning, Teaching and Training Activity as **COVID-19 affected**:

1. Tick the **Force Majeure?** check box in the participant form.
2. Add an explanatory comment including the keyword "covid" or "corona".
3. The **end date** of the activity has to be in 2020 (to be specified in the Duration section).
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants the **Covid-19 affected** column will display a check. See [MT+ Menu and Navigation > Add/Remove Columns option](#) for instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see [MT+ Force majeure guidance due to Coronavirus](#).

Related articles

- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to manage organisations for KA2 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA2 Budget](#)
- [MT+ KA2 Force Majeure](#)
- [MT+ KA2 How to complete and submit the final beneficiary report](#)
- [MT+ KA2 Intellectual Outputs](#)
- [MT+ KA2 Learning, Teaching and Training Activities](#)
- [MT+ KA2 Multiplier Events](#)
- [MT+ KA2 Overview of virtual and blended activities](#)
- [MT+ KA2 Project Management and Implementation](#)
- [MT+ KA2 Special Costs](#)
- [MT+ KA2 Transnational Project Meetings](#)
- [MT+ KA2 Travel Grant - 2017 \(LTT Activities\)](#)
- [MT+ KA2 Validated and checked versions](#)